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Security



**SECURITY OF FAIRCHILD HALL (BLDG 2354)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 31-1, *Physical Security*. It applies to everyone who uses Fairchild Hall and to those who control access to the building.

**SUMMARY OF REVISIONS**

Simplifies the directions for building security; realigns publication style and format.

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**1. Why Security for Fairchild Hall.** All users must exercise special care to protect government property, privileged documents, and academic testing materials.

1.1. After normal duty hours, we must provide reasonable access for cadets and staff to study facilities (the library, computer center, some laboratories, and some classrooms). The Director of Faculty Support (HQ USAFA/DFSS) is responsible for authorizing other after-hours activities.

1.2. 10th Security Policy Squadron (10 SPS) will coordinate with Facilities Branch (HQ USAFA/DFSSF) to resolve all conflicts and situations not covered by this instruction.

1.3. HQ USAFA/DFSSF is the focal point for all issues affecting physical security in Fairchild Hall.

## **2. Who Has Access:**

2.1. Each Dean of the Faculty (HQ USAFA/DF) department and staff agency and all other tenants will develop written policies and procedures for their areas to include key control, daily lockup procedures, and a security point of contact (POC). All tenants of Fairchild Hall will provide a copy of these procedures and a POC list to HQ USAFA/DFSSF.

2.2. HQ USAFA/DFSSF will control access to Fairchild Hall (except for the Cadet Clinic and civil engineering facilities). Coordinates all special access with HQ USAFA/DFSS, who will consider and approve all requests.

2.3. A Night Security Monitor will lock up Fairchild Hall (excluding the Cadet Clinic and civil engineering areas).

2.4. For emergency access to Fairchild Hall, contact HQ USAFA/DFSSF military personnel or the civilian supervisor. HQ USAFA/DFSSF will give all who need them the home phone numbers of these people.

2.5. 10 SPS will unlock Fairchild Hall only in the performance of their duties (response to incidents, prevention of crime, etc.). The 10 SPS Desk Sergeant will refer all other requests for access to HQ USAFA/DFSSF.

2.6. The standard hours for Fairchild Hall access are:

	<b>OPEN</b>	<b>CLOSE</b>
Monday - Friday:	0500	2300
Saturdays and Holidays	0700	1700
Sundays	0700	2300

### **NOTE:**

If a holiday falls on the day before a normal class day, the building will remain open until 2300.

2.7. Cadets will not have access to or receive keys to any areas except auditoriums. Cadets will not be given combinations except to those areas controlled by one department. In this case, the department may issue cadets combinations; however, the department retains full responsibility for security and will impose the “two-person rule” for safety.

2.7.1. There will be no “spirit” missions within or on top of Fairchild Hall.

2.8. Coordinate use of Fairchild Hall areas for other than academic mission with HQ USAFA/DFSS. This includes all workshops, seminars, meetings, military training, etc. If these events need additional security, the OPR will be responsible for the additional security.

## **3. Who Controls Keys:**

- 3.1. HQ USAFA/DFSSF will control all Fairchild Hall keys and record issuance in a log.
- 3.2. Educational Visual Services (HQ USAFA/DFEV) will control and issue auditorium keys.

#### **4. Falcon Card Access System:**

- 4.1. HQ USAFA/DFSS will issue a Falcon Card to all who work in Fairchild Hall and who need after-hours access. An authorized bearer of the card may escort visitors; however, the cardholder will be responsible for all actions of his or her guests.
- 4.2. Individuals are accountable for issued Falcon Cards and will turn them in to Faculty Personnel (HQ USAFA/DFSSP) when out-processing.
- 4.3. Contract cleaning companies will issue their own badges and ensure that employees wear them. There will be no access without a badge.

#### **5. Other User Responsibilities:**

- 5.1. All other occupants are responsible for security and resource protection within their respective areas of Fairchild Hall and for following this instruction.
- 5.2. Contractor cleaners do not have the authority to allow access to Fairchild Hall to anyone other than their employees.

#### **6. Resource Protection:**

- 6.1. To deter theft, mark all government property located in Fairchild Hall, including equipment on loan from other agencies.
- 6.2. Attach an AF Form 1297, **Temporary Issue Receipt**, from the applicable equipment custodian or supervisor to all government property taken out of Fairchild Hall. A copy of the AF Form 1297 will remain in the duty section.
- 6.3. Security officers will be familiar with AFI 31-209, *The Air Force Resource Protection Program*.

#### **7. 10 SPS Responsibilities:**

- 7.1. 10 SPS will routinely patrol the exterior of Fairchild Hall and respond to any incident.
- 7.2. At least once per duty shift, 10 SPS will conduct a walk-through of Fairchild Hall to deter theft and wrong doing.
- 7.3. The 10 SPS Desk Sergeant will annotate the following on AF Form 53, **Security Police Desk Blotter**:
  - 7.3.1. All directed patrols or walk-throughs of 10 SPS personnel in Fairchild Hall.
  - 7.3.2. All openings and closings of Fairchild Hall by HQ USAFA/DF personnel.
  - 7.3.3. All security checks of Fairchild Hall by HQ USAFA/DFSSF or HQ USAFA/DF First Sergeant.
- 7.4. The 10 SPS Desk Sergeant will notify either the Building Manager (HQ USAFA/DFSSF), First Sergeant (HQ USAFA/DFSSF), or Squadron Commander (HQ USAFA/DFSS) in the event of any incidents in Fairchild Hall.

**8. Waivers and Exceptions.** Request any exception to this instruction through HQ USAFA/DFSS for approval by the Director of Operations (HQ USAFA/DFS).

RUBEN A. CUBERO, Brig Gen, USAF  
Dean of the Faculty